

**NIH POLICY MANUAL**  
**26101-38 OFFICIAL USE OF GOVERNMENT MOTOR VEHICLES**  
**ISSUING OFFICE: OM/OA/OLAO/DLS (301)496-4511**  
**Release Date: 08/15/02**

1. **Explanation of Material Transmitted:** This issuance establishes the NIH policy and procedures governing use of Government passenger and light utility vehicles and designates the Director, Office of Logistics and Acquisition Operations, as the approving official for Form HHS 16 "Transportation Between Domicile and Place of Employment.  
<http://forms.cit.nih.gov/adobe/travel/HS16.PDF>

2. **Filing Instructions:**

Remove: NIH Manual Chapter 26101-38 dated 09/1/96

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**PLEASE NOTE:**

- o For questions on this chapter, contact the issuing office above.
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#### OFFICIAL USE OF GOVERNMENT MOTOR VEHICLES

- A. PURPOSE:** This issuance constitutes NIH policies and procedures governing the use, maintenance and protection of Government passenger and light utility vehicles.
- B. APPLICABILITY:** The policies in this chapter apply to all NIH locations but the procedures described apply only to NIH headquarters in Bethesda, Maryland. IC management officials will institute local, written procedures to enforce these policies for dedicated vehicles and at any NIH activities located outside of the Bethesda/Rockville area. Copies of these procedures will be provided to the Director, Office of Logistics and Acquisition Operations.
- C. POLICY:**
1. Government passenger cars, station wagons, and light utility vehicles are available to NIH employees for official business use locally and in the field. Federal, HHS and NIH regulations prohibit the use of vehicles as transportation to or from unofficial activities including, but not limited to trips to banks, credit unions and stores. This prohibition includes stopovers for personal reasons during official trips. Vehicles are also available for use by Federal personnel from other Federal agencies stationed at the NIH installation in Bethesda.
  2. Contractors and subcontractors are authorized to use Government-owned or leased motor vehicles, for official purposes, within the scope of the contract.
  3. Special Volunteers may only operate Government-owned or leased motor vehicles when a Government employee is in the vehicle and supervising the volunteer's operation of the vehicle. If this requirement is not met, a Special Volunteer could be exposed to personal liability.
  4. Smoking is prohibited in all Government and leased passenger vehicles. This policy includes the vehicles assigned to an IC.
  5. Whenever several employees are traveling to the same point or general area, they should form car pools.
  6. Motor vehicle operators must have the following items in his or her possession while operating a Government vehicle:
    - a. A valid driver's license from a state, the District of Columbia, Puerto Rico or a U.S. territory/possession;

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- b. A valid agency personal identification card; and,
  - c. A Form NIH 1382-2 "Motor Vehicle Trip Ticket."  
<http://forms.cit.nih.gov/adobe/procurement/NH1382-2.PDF>.
7. Seat Belt and Shoulder Harness use is mandatory under Federal regulation as well as state and local laws.
8. Employees may use the Voyager Fleet Card to purchase any fuel, oil and services required to keep the Government-owned or leased vehicle in proper operating condition. The operator's guide, located in the glove compartment, lists the allowable services. Car users must retain all receipts and return them to the Motor Pool with the trip ticket. The card user is responsible for any costs that are determined to be unallowable.
9. 41 CFR 101-6.4 severely limits the use of Government vehicles between the homes of employees and their work place to the following situations:
- a. An immediate or imminent clear and present danger;
  - b. an immediate, unforeseen emergency;
  - c. a compelling operational consideration; or,
  - d. strictly defined field work.
10. Motor vehicle operator must **park** vehicles to use hand held wireless phones or other wireless devices. Use in moving vehicles is prohibited. If the operator of a Government vehicle is ticketed or involved in an accident due to the use of a hand-held phone or other device, the operator will be fully responsible for any legal action that may result.
11. The NIH Garage is for the repair and preventive maintenance of NIH Government vehicles only. DLS prohibits personal vehicles from entering the Garage. Under no circumstances will an employee use the Garage, or Garage tools and equipment, for the repair or maintenance of a personal vehicle. Violators of this policy are subject to disciplinary action up to and including removal from employment.

#### D. RESPONSIBILITIES

1. The Director, Office of Logistics and Acquisition Operations, is responsible for overall

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management of the use of Government vehicles.

2. The Director, Transportation Management, Division of Logistics Services is responsible for day-to-day operations, including the acquisition, use, and control of Government or leased vehicles and the activities of the NIH Motor Pool in Bethesda, Maryland.
3. NIH Executive Officers must establish written guidelines and adequate controls to ensure compliance with laws and regulations governing the use of Government vehicles. Executive Officers must approve the justification for any use of vehicles between home and work. When an IC has remote locations that require establishing a separate motor pool, the Executive Officer must assure that local procedures are in place which enforce NIH policies.
4. The principal administrative office of each NIH organization will determine the most appropriate and cost-effective mode of transportation (i.e., public transportation, privately owned vehicle, rental vehicle, NIH vehicle) for NIH employees requesting assistance.
5. Individuals issued motor vehicles are responsible for the safe and proper operation of the vehicle, including:
  - a. Performing a pre-operational inspection of the vehicle to assure that all safety equipment (lights, wipers etc.) are operational and that all fluids are within operating manual requirements.
  - b. Locking and securing the vehicle when it is not in use;
  - c. Observing traffic and parking regulations (vehicle operators are responsible for any and all fines associated with traffic and parking violations);
  - d. Complying with the "Government Vehicle Operator's Guide to Operating Responsibility, Service Requirements and Emergency Procedures" booklet in the glove compartment of the vehicle. This booklet contains accident reporting procedures and instructions for paying for fuel and other services or repairs needed. The employee's organization reimburses all other incidental expenses (e.g., parking fees, tolls) through the Form SF 1164 "Claim for Reimbursement for Expenditures on Official Business."  
[http://contacts.gsa.gov/webforms.nsf/0/4366F7D7DC67B9AC85256A720047DB33/\\$file/SF1164.pdf](http://contacts.gsa.gov/webforms.nsf/0/4366F7D7DC67B9AC85256A720047DB33/$file/SF1164.pdf).

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## E. PROCEDURES

### 1. Obtaining a Vehicle

- a. Requesters must call the Motor Pool Dispatcher, Building 1, Room B125A (X6-3426) to reserve a vehicle. Requests must specify the date and time the vehicle is needed and whether it will be used outside the local area (i.e., beyond a radius of 50 miles). Requests to reserve vehicles should be placed as soon as the need becomes apparent or, whenever possible, a day or two in advance of the need, so that the vehicle may be properly serviced.
- b. Requesters must complete the applicable sections of the NIH Form 1382-2 "Motor Vehicle Trip Ticket". The Motor Pool charges the IC organization for NIH vehicles through the Service and Supply Fund. Supervisors will sign the form to validate the justification for the use of the vehicle and to authorize the commitment of funds.
- c. If the vehicle is to be used for transportation between home and work, the requestor must provide an additional, properly approved, HHS Form 16 "Request to Use Government Furnished Vehicle for Transportation between Domicile and Place of Employment." The HHS Form 16 must be recommended by the appropriate Administrative Officer and approved by the Director, Office of Logistics and Acquisition Operations. Allow extra time for processing these requests.
- d. Requesters must present a valid NIH identification card, a valid driver's license and the approved Motor Vehicle Trip Ticket to the Motor Pool Dispatcher, Building 1, Room B125A to obtain a vehicle.
- e. The Dispatcher will assign the vehicle and the Voyager Fleet Card for fuel, road services and repairs. Pick up the vehicle in Parking Lot 1B behind Building 1.
- f. Regular operating hours for the Motor Pool Dispatch Office are Monday through Friday, between 7:00 a.m. and 4:30 p.m. Requesters who will operate a vehicle after hours may pickup the vehicle after hours. However, requesters must make arrangements to reserve the vehicle and pick up keys during regular operating hours. Requesters should call the Motor Pool Dispatcher to arrange this service.

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- g. The Motor Pool holds a vehicle for one hour beyond the reserved pickup time. After the hour, the Motor Pool Dispatcher calls the requestor to ascertain whether he or she still needs the vehicle. ***Requesting organizations are charged for vehicles that are reserved but not picked up.***

## **2. Returning a vehicle**

- a. Operators returning to NIH during regular hours must:
  - 1) park the vehicle in Parking Lot 1B; and,
  - 2) return the keys, credit card, gas receipts and completed Motor Vehicle Trip Ticket to the Motor Pool Dispatcher.
- b. After regular hours, operators must:
  - 1) return the vehicle to Parking Lot 1B; and,
  - 2) deposit the above items in the mail slot outside the entrance on the south side of the loading platform behind Building 1(Parking Lot 1B). They will fall into a secured container.
- c. Operators can help to keep NIH vehicles in good running order by noting any mechanical or other maintenance defects or problems on NIH Form 1382-3 "Motor Vehicle Defect Report". Blank reports are located with the other documents in the glove box. Operators may return completed reports to the Dispatcher.

## **3. Obtaining Fuel for Vehicles On Campus**

The NIH Garage is located in Building 12, between the NIH Fire Department and the Grounds Maintenance buildings. The fuel station is located at the Garage.

- a. Fuel Pump Island - The fuel pumps are completely automated and open 24 hours a day. Operators dispensing fuel will:

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- 1) Confirm the vehicle is NIH property.
- 2) Slide gas card through gas reader.
- 3) Enter mileage.
- 4) Enter gas pump numbers(1,2,3,).
- 5) Begin pumping fuel.

### **4. Obtaining Repair Service for Government Vehicles**

- a. Within the Washington Metropolitan Area
  - 1) If the required repair is minor and does not require that the vehicle be removed from service for safety or operational reasons, operators should report the required repair on a Motor Vehicle Defect Report when they return it to the Motor Pool.
  - 2) If the vehicle is not operational, operators should call the NIH Garage and report the breakdown. The Garage will arrange for towing and repair of the vehicle.
- b. When operating a vehicle outside the Washington Metropolitan area, vehicle operators are authorized to use the Voyager Fleet Card to obtain emergency repair service in order to keep the vehicle operational. If the vehicle repair is required or indicated during regular business hours (7:00 AM Eastern-4:30PM Eastern), they should contact the NIH Garage on (301) 496-4511. If the repair is needed after business hours, the repair must be reported during business hours, the next business day. All receipts, repair tickets, estimates and other documentation must be retained and returned with the Trip ticket.

## **F. NIH VEHICLE PREVENTIVE MAINTENANCE PROGRAM**

The NIH Garage Section repairs and maintains the fleet of NIH automotive equipment. Quarterly vehicle maintenance inspections are crucial to vehicle safety and performance. The Preventive



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Maintenance Inspection (PMI) offers a systematic approach to NIH vehicle inspections. The PMI program has three objectives: reduce vehicle downtime, reduce vehicle repair expenses and extend vehicle life.

1. The Chief, NIH Garage Section will schedule regular maintenance for all vehicles in the NIH fleet.
2. During the last week of any month, the Chief, NIH Garage Section will provide a schedule of all vehicles projected for service during the coming month to the Motor Vehicle Dispatcher.
3. The Dispatcher will remove those vehicles from service according to the schedule provided.
4. If the vehicle is a dedicated vehicle, the dispatcher will make every effort to supply a similar vehicle to the using IC for the period the dedicated vehicle is out of service.
5. IC officials will make dedicated vehicles available for service according to the maintenance schedule.
6. Dedicated Vehicle Billing - Each IC provides a Common Account Number (CAN) for its dedicated vehicles. The Garage charges all expenses, including maintenance, to the CAN through the NIH vehicle tag number. The OFM processes the data at the conclusion of each month. OFM issues a monthly Billing Statement of Garage expenses to every IC. The Statement provides the date of Garage services, a description of the service, the cost of each repair and the total cost of monthly Garage expenses.

#### G. SECURITY PROCEDURES FOR VEHICLES

Security of Government vehicles is, primarily, the responsibility of the operator. All vehicle operators will:

1. Lock the vehicle when it is not in use.
2. Remove keys from the ignition of an unattended vehicle.
3. Close all the vehicle windows when it is not in use.

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4. Park the vehicle in a well-lit area.
5. Immediately report any suspicious activity to the NIH police or the local police department if the vehicle is located off-campus.

## H. REFERENCES

1. 41 CFR 101-6.4 Official Use of Government Passenger Carriers Between Residence and Place of Employment
2. 41 CFR 101-38 Motor Vehicle Management
3. DHHS Logistics Management Manual, Part 103-38 Motor Vehicle and Watercraft Management
4. NIH Manual Chapter 1130, Delegations of Authority, Property: Personal No. 1, Government Motor Vehicles

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### I. RECORDS RETENTION AND DISPOSAL

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records, Appendix 1, NIH Records Control Schedule," Item 2600-D-7, Motor Vehicle Operation Files.

1. NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.
2. All email messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to members of Congress or congressional committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are sometimes retained for significant periods of time, e-mail messages and attachments may be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same request as the original messages.

### J. MANAGEMENT CONTROLS

The purpose of this manual issuance is to establish the NIH policy and procedures governing use of Government passenger and light utility vehicles and to designate the Director, Office of Logistics and Acquisition Operations, as the approving office for Form HHS-16 "Transportation Between Domicile and Place of Employment."

**1. Office Responsible for Reviewing Management Controls Relative to this Chapter -**  
Division of Logistics Services , Transportation Management

**2. Frequency of Review-** Annually

**3. Method of Review**

Annual Review of Dedicated Vehicles- DLS, Transportation Management solicits information from the IC to ensure that NIH is complying with the mandatory mileage usage

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standards for permanently assigned Government vehicles.

Federal Automotive Statistical Tool- This report is submitted annually to GSA in compliance with the Alternative Fuel Vehicle acquisition requirements.

Transportation Management System- A billing and information system that collects data on fuel usage, man hours, inventory, maintenance costs and accident damage

**4. Review Reports-** DDM, DHHS, GSA